



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN: STAFF SERVICES MANAGER II**

<b>SALARY RANGE:</b>	<b>\$ 5,688 - \$7,608* per month</b> <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Administrative Services (Human Resources Director)</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:**

Sonoma Developmental Center has a vacancy for a Staff Services Manager II (SSM-II). The working title of this position is Human Resources Director (HRD). Under the direction of the Administrative Services Director (ASD), the HRD is responsible for the administration of the facility's Human Resources Department. The HRD has full supervisory responsibility directing the functions of Payroll /Transactions, Position Control, Exams, Selections, Recruitment, Family Medical Leave Act (FMLA), Disability Claims, and Adverse Actions. The HRD is responsible for preparing a variety of monthly reports for the ASD as well as various projects and drills initiated at Headquarters. The HRD is responsible for ensuring timely and accurate payroll transactions, overtime, FMLA, disability claims, and any cash out that is associated with separations. The HRD is responsible for keeping apprised of Human Resources-related policies and procedures and ensuring staff knowledge and implementation. The HRD will facilitate all requests for Hire Above-Minimums, Training and Development Assignments, Out-Of-Class Assignments, and Requests for the Reclassification of positions. The HRD represents the facility's interests at hearings before the California Department of Human Resources (formerly known as The State Personnel Board), Unemployment Insurance Board and other entities. The HRD is responsible for the oversight, trending, and monitoring of all HR Quality Management audits and findings. The HRD is in charge of coordinating audits by the Bureau of State Audits, Cal HR, The State Controller's Office, as well as developing and implementing Plans of Correction and ensuring ongoing compliance. The HRD is the official Custodian of Records representing the facility in all matters related to the Personnel Board. The HRD works in conjunction with the ASD on all matters related to Labor Relations. The HRD serves on a variety of facility-wide committees. Desirable qualifications include, but are not limited to, skill in excellent leadership, supervision, writing, organization, communication, tracking systems, time management, and the ability to manage high-level assignments within short time frames.

**WHO IS ELIGIBLE TO APPLY:**

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Human Resources Department – Room 124  
PO Box 1493 (Please use when mailing)  
15000 Arnold Drive  
Eldridge, CA 95431

(707) 938-6439 Contact Gwen Vales with questions specific to duties of the position. Civil Service Eligibility will be determined by the exam analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 2/27/15 14 FFD: Until Filled; Class Code: 4800; CBID S01